

Purpose of this form

The information that you provide in this form will be used to assess whether you are qualified to receive support through the Trade Support Loans program.

Important information

Trade Support Loan payments are not made retrospectively. They will only occur once you submit this application form to your Apprenticeship Network Provider and your application has been approved.

Contact your Apprenticeship Network Provider for further information, or alternatively, visit the Australian Apprenticeships website at www.australianapprenticeships.gov.au. Any queries regarding loan repayments are to be directed to the Australian Taxation Office on 13 28 61.

Please read and sign this form and return to your Apprenticeship Network Provider.

Completing this form

NOTE:

- any alterations made to this form **must be made by crossing out the incorrect information and inserting the correct information;**
- any alterations made to this form **must be initialled;**
- do not use correction fluid, pencil or stickers when completing this form;
- **unsigned or incomplete forms will not be processed** and will be returned to you for completion;
- original signatures are required on the original copy of the form and submitted either in person or by mail, or it will not be processed (i.e. photocopied, scanned or digitised signatures will not be accepted);
- payments will be paid by direct credit into an account nominated and maintained by you either alone or jointly; and
- if you are under 18 years of age, you are encouraged to seek the acknowledgment of a parent or guardian to demonstrate that you understand that the Trade Support Loan must be repaid in accordance with the *Trade Support Loans Act 2014*. Further information is available for your parent and/or guardian to ensure they are aware of the requirements and obligations you may take on.

Before you sign this form ensure that:

- you have read the information on this page;
- all questions are answered;
- you have read and understood the form and signed and dated the declaration;
- **you have initialled where indicated;** and
- you have attached all necessary documents to support your application as detailed below.

You may wish to make and keep a copy of the form for your records and submit the original form to your Apprenticeship Network Provider at the address shown on the next page.

Taxation

Payments received under Trade Support Loans are not income and therefore, not subject to income tax.

Fact Sheets

Please note the following three Fact Sheets which provide you with more information on the Trade Support Loans program:

- Trade Support Loans at a Glance;
- Trade Support Loans Under 18s Fact Sheet; and
- Trade Support Loans Under 18s Parent/Guardian Fact Sheet.

The fact sheets are available at www.australianapprenticeships.gov.au

Evidence of residency

If you submit your application form in person, you are required to bring document/s that prove that you are an Australian Citizen or the holder of a permanent visa.

If you send your application form by mail, you are required to submit evidence showing that you are an Australian citizen or the holder of a permanent visa. This evidence must be a certified true copy of the original documentation and must include the certifier's name, title and registration number (where applicable), their original signature and the date. The certifier must state the following 'I certify that I have sighted the original document and that this is a true copy of it'.

For further information on certifying a document, please visit www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx.

Acceptable evidence includes a full Australian Birth Certificate, Australian Passport, Permanent Visa, Certificate of Citizenship or a Certificate of Evidence of Resident Status (CERS). Please do not provide copies of bank cards, driver's licenses or Medicare cards.

This form has been produced and approved by the Australian Government and is the only version acceptable to process your claim.



Australian Government

Department of Education and Training

ABN 128 628 981 50

Trade Support Loans Application Form

1289

Please confirm details (initial any changes), sign and return to your Apprenticeship Network Provider at:

VERTO

APPRENTICESHIP SERVICES

Post completed form to:
VERTO
PO Box 298
Hamilton NSW 2303

Australian Apprentice Details

Australian Apprentice Client ID (if known)

Australian Apprentice Full Name

Address

Postcode

Contact Phone Number

Email

Date of Birth

Do you currently reside in Australia?

 Yes No

Residency details (tick applicable box)

 Australian Citizen
 Holder of a permanent visa

Australian Apprentice's bank and tax file number (TFN) details

Account must be maintained by you either alone or jointly

Account Name

BSB

Account Number

Name of Bank, Credit Union or Building Society

Tax file number (must be provided)

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Employment Details

Qualification Code eg CPC30211

Qualification Level and Name eg Certificate III in Carpentry

Commencement Date

Recommencement Date
(if applicable)

Employer Details

Employer ID (if known)

Employer Legal Name

Employer Trading Name

Workplace Address

Postcode

Employer Contact Name

Employer Contact Number

Employer Email

ABN (if known)

Please select the occupational outcome you are working towards OR the field of education:

Trade Support Loans Occupation you are working towards (must be undertaking a Certificate III or IV level qualification leading to the selected occupation as per the Trade Support Loans Guidelines):

Air-conditioning and Mechanical Services Plumber
Air-conditioning and Refrigeration Mechanic
Aircraft Maintenance Engineer (Avionics)
Aircraft Maintenance Engineer (Mechanical)
Arborist
Automotive Electrician
Baker
Boat Builder and Repairer
Bricklayer
Butcher or Smallgoods Maker
Cabinetmaker
Carpenter
Carpenter and Joiner
Cook
Diesel Motor Mechanic
Drainer
Electrical Linesworker
Electrician (General)
Electrician (Special Class)
Electronic Equipment Trades Worker
Fibrous Plasterer
Fitter (General)
Fitter and Turner
Fitter-Welder
Floor Finisher
Furniture Finisher
Gasfitter
Glazier
Hairdresser
Joiner
Landscape Gardener
Lift Mechanic
Locksmith

Metal Fabricator
Metal Machinist (First Class)
Motor Mechanic (General)
Motorcycle Mechanic
Optical Mechanic
Painting Trades Worker
Panelbeater
Pastrycook
Picture Framer
Plumber (General)
Pressure Welder
Print Finisher
Printing Machinist
Roof Plumber
Roof Tiler
Screen Printer
Shearer
Sheetmetal Trades Worker
Signwriter
Small Engine Mechanic
Solid Plasterer
Stonemason
Telecommunications Linesworker
Telecommunications Technician
Toolmaker
Upholsterer
Vehicle Body Builder
Vehicle Painter
Vehicle Trimmer
Wall and Floor Tiler
Welder (First Class)
Wood Machinist

OR Field of education (at the Certificate II, III or IV level qualification as per the Trade Support Loans Guidelines):

Agriculture

Horticulture

Australian Apprentice Declaration**Initial each box**

I certify that my Apprenticeship Network Provider has provided me with sufficient information on the Trade Support Loans (TSL) program, that I have read and understood the Trade Support Loans at a Glance fact sheet and I acknowledge the requirements of Trade Support Loans, and my responsibilities which, among other things, relate to applying for or seeking to cancel payments under Trade Support Loans.

Initial
here

I understand that a successful application will provide for up to six payments (assuming the lifetime limit is not reached) and that I am required to opt-in for further payments throughout my apprenticeship as needed.

Initial
here

I understand that I am required to notify my Apprenticeship Network Provider of any changes to my circumstances, including changes to my contact details, which could affect my ability to qualify for and receive Trade Support Loans payments. I **must** make this notification **within 14 days** of the change occurring and where I fail to do this, I may be required to immediately repay to the Australian Government any amount I am not qualified to receive.

Initial
here

I understand that I am required to repay the amount borrowed through the Trade Support Loans program in addition to any indexation that may be applied to the amount borrowed when my income reaches the repayment income threshold (for more information contact your Apprenticeship Network Provider).

Initial
here

I understand that a 20% discount will be applied to the total amount I have borrowed if I successfully complete my Australian Apprenticeship.

Initial
here

I understand that the giving of false or misleading information is a serious offense under the *Criminal Code Act 1995*.

Initial
here

I understand that where, without reasonable excuse, I fail to give information or produce a document, where required to do so under the *Trade Support Loans Act 2014*, I may be imprisoned for up to 12 months.

Initial
here

I understand and consent that the information provided in this form:

- is collected for the purposes of registration, preparing statistics, reporting, program administration, monitoring and evaluation, ensuring correctness of payments, preventing dual payments and assessment of my eligibility in relation to any future application I may make;
- may be disclosed to and used for these purposes by the Australian Government, including, but not limited to, the Department of Education and Training, Centrelink, the Australian Taxation Office, State/Territory government departments and agencies, employers, my nominated Apprenticeship Network Provider, nominated Registered Training Organisations and the Contractors or Agents of any of these organisations, departments and agencies; and
- may otherwise be disclosed without my consent where authorised or required by law.

Initial
here

I understand that my Apprenticeship Network Provider is authorised under the *Trade Support Loans Act 2014* to collect my tax file number.

Initial
here

I understand that I am not required by law to provide my tax file number and I acknowledge that I will not be able to obtain a Trade Support Loan if I do not provide my tax file number.

Initial
here**Under-18s ONLY**

I certify that if I am under the age of 18, I have read and understood the information outlined in the Trade Support Loans under-18s fact sheet that has been provided to me by my Apprenticeship Network Provider.

Under
18s
Initial
here**Parent and or/Guardian to sign if Australian Apprentice is under-18**

I acknowledge that the minor is fully aware of the commitment they are entering into and I certify that I have read the supplementary information regarding Trade Support Loans and minors.

Signature of Parent and/or Guardian (if applicable)

Date

_____ / / _____

ALL APPLICANTS

I have read and understood the information on this form and to the best of my knowledge the details entered on this claim by me and in relation to me are true and correct.

Sign here

Signature of Australian Apprentice

Date

_____ / / _____

Office Use Apprenticeship Network Provider Declaration

Name of Apprenticeship Network Provider:

I/we certify that:

- details entered have been verified;
- the assessment meets all criteria for payment and the application is fully completed as required by the *Trade Support Loans Programme Guidelines* and the *Australian Apprenticeships Support Services Operating Guidelines*;
- we have taken due care in ensuring all apprentices who apply for Trade Support Loans are aware of the obligations and implications of taking on an income contingent loan, in particular where the apprentice is under the age of 18; and
- evidence of residency has been:
 - received (refer attached); or
 - sighted and file noted

I/we understand that:

- giving of false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Approved Not Approved

Reason/s if not approved:

Signature of person verifying details:

Date

/ /

Printed name of person verifying details:

Signature of person entering details on TYIMS:

Date

/ /

Printed name of person entering details in TYIMS: